

## Instructions for the Optical Scan Forms

*[Important Note: All participants are encouraged to answer the Evaluation and Exam questions on-line at the program web site, if possible. Only if you do not have any access to the Internet should you be answering the questions manually using scan forms.]*

In your packet you will find: 1) an Application for Distance Learning Programs (ORANGE scan form), 2) an Answer Sheet (RED scan form), and 3) the exam and evaluation for the broadcast.

### For Both Scan Forms

- P** Use only a #2 pencil
- P** Fill-in bubbles completely
- P** Be careful that bubbles accurately match the letters at the top of each column – inaccurate bubbles may cause you not to receive credit
- P** Do not fold, staple, or make any stray marks
- P** Submit only the original scan forms (the optical scan computer cannot scan photocopies)

### Orange Application Scan Form

Use this form to register for the course. Follow the instructions to complete the fields.

- P** CourseNumber: **SB0040**
- P** Status: Indicate whether you are a physician, nurse, or CDC employee
- P** Social Security Number: Use your SSN, or a combination of 9 numbers **you will remember** (example: area code + month of birth + last four digits of SSN). This same number must be used on both forms.
- P** Last Name, First Name, MI, Address, and Phone: Self-explanatory
- P** Be certain to complete BOTH sides

### Red Answer Scan Form

Use this form to record your answers for the exam and evaluation. Follow the instructions to complete the fields.

Note: If you are not requesting continuing education credit, you do not need to answer the exam questions. We do request that you please complete the application and evaluation portions, however, so that we know who is participating and your comments regarding the program.

- P** Date and Name: Self-explanatory
- P** Course Number: **SB0040**

- P** Social Security Number: This **MUST** be the same number that is used on the orange application scan form or you will not receive credit.

- P** Version: Leave this blank

### Evaluation and Exam

- P** Read each question carefully.
  - P** Fill in your answers to all exam and evaluation questions on the red answer form.
  - P** **Please make a photocopy of your red answer scan form** before you mail the completed original to CDC. Keep it for your records to be used as a backup, if needed.
  - P** Return **original** forms to CDC.
- Each participant must return the completed original version of each (the orange and the red) form. Do not return the Evaluation and Exam question pages.
- P** Forms must be received back in CDC **no later than September 15, 2000.**

**P** Mail forms to:  
CDC Distance Learning Program  
Course # SB0040  
1600 Clifton Road  
MS: A- 08  
Atlanta, GA 30333

You will receive a certificate of credit by mail in **approximately 2 months** provided you answered all of the questions and the machine could read your forms.

If you have any questions regarding continuing education, please contact us by email at [CE@CDC.GOV](mailto:CE@CDC.GOV) or 1-800-41-TRAIN.